



Health & Safety Statement

The Board of Management of Nun's Cross National School brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

This policy requires the co-operation of all employees. This policy is deemed to incorporate any subsequent health and safety legislative changes. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health. This policy promotes strict adherence to the latest Public Health Advice along with up to date advice from the Department of Education to prevent the entry and spread of Covid-19 in our school. Our Covid-19 Risk Assessment and policy will document the on-going and changeable status of Covid-19 within our school at any given time. Our Lead Worker Representative and Deputy Lead Worker Representative will work in conjunction with school management to monitor our strategy in dealing with the threat posed by the virus.

Responsibility of Employers

The Board of Management of Nun's School wishes to ensure that as far as is reasonably practical:

- ◆ The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- ◆ There shall be safe access to and from places of work.
- ◆ Plant and Machinery may be opened safely so far as is possible.
- ◆ Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- ◆ Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- ◆ Plans for emergencies shall be complied with and revised as necessary.
- ◆ Employees shall be consulted on matters of health and safety.
- ◆ Provisions shall be made for the election by the employees of a safety representative.
- ◆ This statement will be revised as necessary.

The Board of Management of Nun's Cross School recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of Nun's Cross School undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 are adhered to:

Responsibilities of Employees

It is the duty of every employee while at work:

- (a) to take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- (b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- (c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- (d) To report to the office/principal without unreasonable delay, any defects in plant equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware. (maintenance log)

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or otherwise, for securing safety, health or welfare or persons arising out of work activities.

Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible (see section 9 of safety, health and welfare at Work Act 2005).

Breach or non observance of this policy by a member of staff is a breach of the contract of employment and may be subject to disciplinary action, including dismissal.

Safety Representatives – Principal and deputy principal

It is the duty of the Safety Representatives to:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
- Inspect the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person.
- Receive appropriate training.

- Investigate accidents and dangerous occurrences.
- Investigate complaints made by employees.
- Make representations to the employer on matters relating to safety, health and welfare.
- Make representations to and receive information from an inspector.
- To collaborate with staff in conducting a risk assessment during the Covid-19 pandemic.

Hazards

The following hazards (in as much as can be identified) are considered by the school to be a source of potential danger and are brought to the attention of all concerned.

Covid-19

Main fuse board & Power Distribution

Staffroom – Kettle, burco and other equipment.

Maths & Science Equipment

Trailing Leads

Store Room

Storage of Cleaning equipment and materials

Arts & Crafts materials

Audio visual equipment

Office areas – Photocopier, guillotine, shredder and other office equipment

Toilet areas – water, cleaning products

School grounds – Access, fencing paving, manholes.

Access areas – Doors/windows etc

Gym equipment

Hall Lighting, speaker system

Refuse

Stairs

To minimise these dangers the following safety / protective measures must be adhered to:

- a) A Covid-19 risk assessment will be carried out by the Board of Management in conjunction with staff, parents and the wider community. Up to date advice from Public Health officials and the Department of Education will inform practices for the duration of the pandemic. Lead Worker representatives and school management will conduct reviews to appraise the effectiveness of provisions in place. A contact log of visitors will be kept and staff will receive induction training prior to returning to work. Staff will also complete a Return to Work form to ensure they are in a position to do so. Posters and signage will be used at yard perimeters and within the school to ensure the public are reminded of best practice in hygiene. A strict prohibition of non-essential visitors who do not have prior approval from the principal is also being enforced for the duration of the pandemic. Please see our Covid-19 Risk assessment for more detail on the measures in place.
- b) Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be

sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.

- c) In addition all such plant and machinery is to be in strict accordance with the manufacturers instructions and recommendations.
- d) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- e) All machinery and electrical equipment are fitted with adequate safeguards.
- f) Precautionary notices, in respect of safety matters are displayed at relevant points.
- g) Ladders must be used with another person's assistance.
- h) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- i) Check that floors are clean, even, non-slip and splinter-proof.
- j) Ensure that PE equipment is stacked securely and is positioned so as not to cause a hazard.
- k) Check that all PE and other mats are in good condition.
- l) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings.
- m) Check that wooden beams, benches etc. are free from splinters and generally sound
- n) Check that there are no uneven/broken/cracked paving slabs.
- o) Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained.
- p) Ensure manholes are safe.
- q) Ensure all play areas, especially sand pits, are kept clean and free from glass before use.
- r) Ensure that outside lighting works and is sufficient.
- s) Ensure that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely.
- t) Ensure that refuse is removed from building each day and is carefully stored outside.
- u) Carry out a risk assessment and undertake protective measures to alleviate or reduce risk where possible.
- v) Ensure that all electrical appliances and chemicals are stored safely out of the reach of the students.

Polished Floors

It is the policy of the Board of Management of Nun's Cross National School that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

Running In School

Running is strictly forbidden in corridors and classrooms. Strict discipline will be maintained. Children should walk in lines, bags and equipment should be placed neatly in an area so as not to cause a “tripping” hazard.

Visual Display Units

It is the policy of the Board of Management of Nun’s Cross National School that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU’s will be studied and recommendations and directives implemented.

Health Issues

At the time of enrolment, parents should inform school of any illnesses, allergies, medical condition the child may have. This should be stated in the school enrolment form. The information will be given to all staff at the beginning of the year. Each teacher should have a written record of what to do in case of a problem and have it to hand. Any additional information, contact numbers for parents should be readily available in the office.

Parents should update class teacher, both verbally and in written form each September. It is policy of the Board of Management of Nun’s Cross National School that all infectious diseases are notified to parents and the school community. Steps shall be taken to ensure the safety of staff and students against such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfection, disposable gloves will be provided for use in all first aid applications, cleaning tasks etc. Toilets and washrooms shall be provided with an adequate supply of anti-bacterial soap, water, paper towels and a facility for the safe disposal of waste. Hand sanitising dispensers are to be present at all building entry points and on entry to each classroom. Social distancing will be practiced insofar as possible in line with the latest public Health guidance. An agreed isolation area is established in the school for those with suspected Covid-19 while their parents are contacted.

If a child presents with head lice, the parent should inform the school. Once alerted, the school will send out a letter to all parents informing them of an outbreak. It is the parent’s responsibility to check child’s hair regularly.

Drugs & Medication

It is the policy of the Board of Management of Nun’s Cross National School that all drugs, medications, etc be kept in the office out of reach of children and used only by authorised personnel. Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

There is a separate written policy governing the administration of medicine to pupils.

First Aid

It is the policy of the Board of Management of Nun's Cross National School that all members of staff shall be trained to provide First Aid to staff and pupils.

(1) Notices are posted in office detailing:

- arrangements for giving first aid,
- location of first aid boxes,
- procedure for calling ambulances etc....,
- telephone numbers of local Doctor, Gardaí, Hospital.

(2) All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by the Safety Officer.

The Principal will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- sticking plasters
- Tape
- Cotton Bandage
- Cream for First Aid treatment of Burns
- Antiseptic Wipes
- Scissors
- Gloves
- Face mask
- Thermometer

Disposable gloves must be used at all times in administering First Aid

Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area, complying with the school's Covid-19 policy at all times.

Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

(a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves

or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.

- (b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

Safety and Welfare Issues

(A) For the duration of the Covid-19 pandemic, the school has secured an additional two access points, bringing our total now to three. Parents can drop their children to school at their designated entrance from 9.00 am where pupils will be supervised by class teachers in their classrooms until 9.10 when formal teaching begins.

At the end of the school day, pupils are brought outside by class teachers. Parents are to remain outside the entrance points and the children will be brought to the designated exit points by teachers on duty. Children who get the bus leave at 2.45 and go straight to the bus.

(B) Pupils leaving the school during the day for an appointment are collected by a parent or a person nominated by the parent. A note is required when there is advance notice of such an appointment.

(C) Staff members are reminded never to leave children under their care unsupervised. If a staff member has to leave their post in a hurry, a staff member in a neighbouring classroom will be alerted.

(D) Children are supervised on yard by three staff member on a rota system. The roster is kept in the office as a school record. Pupils not going to yard through illness or injury will be sent to a designated place – classroom/office where they can be supervised.

(E) The secretary or staff member on duty will complete a report in the event of a serious incident or accident. The record is kept in the office.

(F) Policies on Code of Behaviour, Anti-Bullying, Child Protection and School Tours/Outings are kept in the office and in the staffroom.

Procedures to Deal with Emergencies

Fire

It is the policy of the Board of Management of Nun's Cross National School that:

- (i) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- (ii) The deputy principal will ensure that fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked.
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.

- (v) All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in her classroom must ensure it is kept clear. P.E. hall and main door – Principal will see they are free of obstruction.
- (vi) A plan of the school shows assembly points outside the school.
- (vii) Assembly areas are designated outside each building, and the locations specified.
- (viii) Exit signs shall be clearly marked.
- (ix) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- (x) Bottled gas shall be stored in a secure place in such a manner as to minimise the danger of explosion in the case of fire.
- (xi) The deputy principal shall be responsible for fire drills and evacuation procedures.
- (xii) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

Emergency Contact Procedures

- Contact details should be updated on a regular basis
- Each teacher should have a record of pupils emergency contact details in their class.
- A central copy of pupils emergency contact details should be kept in the office.
- A visitors log will be retained in the school office to help with contact tracing should a case of Covid-19 arise within the community.

Exceptional Closures

In the unusual circumstance of necessary school closure, people will be notified phone call or Email. It is the duty of the HSE to make contact with families to notify them if they are required to go into isolation.

Staff

The school will conduct a garda check before a person is employed if that person hasn't been employed in a school or centre for the previous three years.

The school maintains a high standard in its duty of care by in-service training and staff meetings.

A positive working environment is cultivated and every staff member is treated equally. Any staff member with a grievance is invited to talk to the vice principal, principal or the school chaplain.

Staff work in a safe and comfortable building.

Revision Of This Safety Statement

This statement shall be regularly revised by the Board Of Management of Nun's Cross National School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Review date:

October 2021

Signed: _____ Chairman of the Board of Management

Date: _____ 20th June 2020 _____

Policy statement in accordance with the Safety, Health and Welfare at Work Act 1989

Prepared by the principal and teachers in accordance with the safety, Health and Welfare Act at Work Act 1989